BACKFLOW ASSEMBLY TEST FORM INSTRUCTIONS

- 1. Provide the name of the water purveyor; if unknown ask contact person.
- 2. Provide the water meter number. This should be located on the cap, but if the cap is missing, the number is stamped on the body of the meter.
- 3. Provide the plumbing permit number if this is a new installation.
- 4. Provide the backflow assembly information (manufacturer, size, model number, and serial number).
- 5. Provide the owners name, address including zip code, contact person, and phone number.
- 6. Provide the name of the owner's representative, representative's address including zip, contact person and phone number.
- 7. Provide assembly address, on site location of assembly, and what is the primary business or service performed at this location.
- 8. Is this assembly a new or existing assembly? Check the appropriate box. If this assembly is a replacement for another assembly, provide the serial number of the assembly that was replaced.
- 9. Check the appropriate box to indicate whether the assembly is used for secondary or primary protection. Indicate what system on which the backflow preventer is installed (fire system, landscaping, or potable).
- 10. What type of assembly is being tested? Circle the appropriate assembly; SVB, PVB, DC, RP or "Other" could be air gap. The "other" could be air gap. If "other", please describe in comments section.
- 11. Provide the line pressure at the time of the test.
- 12. Enter the initial test and/or observation results for the assembly tested.

 Different test procedures will require different information. The test procedures will indicate the proper entry.
- 13. Use the "Comments" area to describe any initial observations or repairs.
- 14. Indicate any repairs or parts replaced in the repairs section of the test form.
- 15. Before testing a backflow assembly on a fire sprinkler system, check with the local jurisdiction on proper procedures and notify the alarm company

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responsible for monitoring the fire system. If there is no alarm company, notify the Fire Department. Enter the name of the alarm company or indicate that the Fire Department has been notified. These entries along with the name of the contact person, time and date of notification go in the comment section of the test form. Provide the time and date the fire system was taken off the line and when it was returned to service.

16. When the test is complete mark either passed or failed, sign and print your name, certification number, and test kit serial number. If it fails, write the date of failure, date of repair, date passed, certificate number and test kit serial number.